

RFQQ 15-04
Addendum 1
Final Q&A

Washington Office of the Secretary of State, Washington State Library Division

Q1: In section 1.2 Objective it states that the images will be split and then states that there must be a 1/4" borders. This is something that is usually done during the cropping process. Does this mean that you wanting this to be cropped? And if so that means it must be deskewed prior to being cropped. Based on reading the rest of the RFQQ I'm assuming that this would not be the case and the only post processing would be the splitting of the 2up pages.

A1: Cropping and de-skewing will be done by WSL. Images do not have to be captured two at a time and split, in fact one scan per image is preferred for best quality, depending on whether source image is film or print. The image file must show all edges of the newspaper so that we may crop to ¼" around the page and de-skew during our own processing.

Q2: In section 1.2 Objective it states to provide minimal metadata. What constitutes "minimal." Are there specific portions needed?

A2: Minimal metadata should be enough data to identify the title and year and easily manage the number of files within the folder. WSL will assign LCCN, dates (YYYY/MM/DD), and page information.

Q3: In section 1.2 Objective it states that the file naming structure would be decided with the State Library. Do you know the specifications for this file naming?

A3: Files should be divided into folders by newspaper title and year. WSL and vendor can negotiate further structure if it makes it easier to identify the content.

Q4: In section 1.2 Objective it states to provide an estimate of the re-binding cost if service is available. Is this service for rebinding of the volumes that come to us bound, or for the loose issues, or both?

A4: Only issues arriving as bound volumes

Q5: In section 3.0 Proposal contents it states that we may wish to include Samples of Work. Does this mean that you are willing to provide us with a reel of microfilm for the project for us to create a sample of digital imagery?

A5: Links to comparable work done for other organizations or references from these organizations would be fine. Film reels won't be shipped until a vendor has been selected and the project begins.

Q6: Will the vendor be given blanket permission to disbind all bound volumes or is it likely some bound volumes must remain bound? If volumes cannot be disbound will they be able to open 180 degrees without obscuring text near the gutter?

A6: Vendors can choose to disbind if text is obscured near the gutter. We request an estimate for re-binding if this service is available through the vendor.

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Q7: Section 1.1 of RFQQ No. 15-04 indicates the preference to scan from film master negatives. There is no reference to the type, size, and mode of film used to produce the master negatives. What type(s) of film negatives will be the source images for this project? Thank you in advance for addressing this question for this RFQQ.

A7: Microfilm used for project will be 35mm negative masters typically used by libraries to preserve newspaper images. Reduction ratios will vary. Mostly the film is newer acetate material.

Q8: May a vendor opt to deliver the images as scanned from the microfilm either 1-up or 2-up or does OSOS require that all images regardless of how they were filmed be delivered as 1-up TIFF images? Similarly, if the print issues are captured as 2-up, may these be delivered as scanned 2-up or must they be split to single 1-up TIFFs? If 2-up frames are permissible, may a vendor provide pricing per frame of microfilm instead of per page?

A8: Only one image page per frame should be delivered for all newspaper page images regardless of original capture as 1-up or 2-up. Priority must be given to clarity of text in resulting scan. Pricing should reflect price per page regardless of filming technique.

Q9: Since OSOS intends on providing a spreadsheet of dates and basic metadata with notes of known missing date ranges, is it possible for OSOS to also include a note for the vendor indicating which format of materials the issues/years should be scanned from?

A9: Yes, OSOS can provide a column with source options available for known missing dates/issues. Basic metadata will include title, known dates, page ranges and other information such as ratios or page dimensions can be negotiated between vendor and OSOS.

Q10: "Missing dates can be scanned from film whenever possible."

We assume that means single issues will need to be located and scanned from the reel of microfilm. If that is correct how often will reels be scanned for just an issue or a few issues?

A10: If microfilm is available and in good clear quality, it will be the primary source for filming. If a single date or date range is missing from film, print will be used to fill in for missing dates. There may be some years only available in print, such as 1966-1979. We are still trying to track down other film format options. SOS will search and provide paper sources as needed. All missing dates on the film reels have not yet been determined.

Q11: The 1980-2000 issues, are reportedly in bound volumes, which 1) may not be unbind-able, and 2) may be in need of repair, depending upon how/where they have been stored, i.e., subjects of rodent and insect damage, etc. which require repair. May we be allowed a reduced rate of 400-500 per day, thus completing the first 20,000 pages about July 7?

A11: Bound issues can be unbound and are in overall good condition, no animal damage, only minimal water damage on earlier loose leaf issues which may have an alternate option to capture from microfilm. Delivery may be made in incremental amounts and may be negotiated depending on metadata processing dates established by another agency in Jun/July.